



TOWN ADMINISTRATOR'S REPORT

December 21, 2021



ADMINISTRATION:

- In observance of the upcoming winter holiday season, town offices will be closed starting at noon on Thursday, December 23, 2021. Offices will also be closed entirely for Friday, December 24, 2021. For New Years, town offices will be closed for Friday, December 31, 2021.
- TA Greg Johnson will be taking Personal Time Off (PTO) for the week between Christmas and New Years, but with some time periodically throughout the week either in office or working-remotely.
- Town Administrator (TA) Greg Johnson continues to develop his recommendations to the Select Board for the Fiscal Year 2023 (FY23) budget. He received the request from the School Department/Committee. He is working with the Capital Planning Committee in support of their development of a recommended Capital Improvement Plan (CIP). He offered a contract to outsource the administration and reporting requirement related to the American Rescue Plan Act (ARPA) funding allocation to the town. Mr. Johnson met with attorney Bill Solomon in preparation for negotiations with Verizon and the renewal of their cable license, set to expire November 2023. Mr. Johnson reviewed the current conditions and fiscal matters with the Superintendent's Office as it related to PEG funding.
- TA Johnson joined town and school officials, particularly members of the Green Meadow School Building Committee, in a Green Meadow Visioning Kick Off Meeting as part of the beginning stages of the feasibility study development for a new or renovated elementary school. Future events will include forums with the public, student body, parents, faculty and stakeholders. TA Johnson also joined members of the Green Meadow School Building Committee for a progress meeting with the Massachusetts School Building Authority (MSBA). TA Johnson continues to attend the regularly held Green Meadow Building Committee meetings.

A message from the Green Meadow School Building Committee to be advertised:

The Green Meadow School Building Committee is excited to announce that the Feasibility Study phase of the Green Meadow School project is officially underway. This Feasibility Study process will be following the terms of the Feasibility Study Agreement between the Town / School District and the Massachusetts School Building Authority (MSBA – the state agency which is reimbursing the Town for a portion of the costs of the project). As stated in the Feasibility Study Agreement, the Feasibility Study options that will be

explored are the repair, renovation/addition and new construction of the Green Meadow School. The invitation does not extend to the middle school or any other grades beyond the grades offered by the Green Meadow School.

- TA Johnson is continuing to work with resident volunteers as a 1 Summer Street Reuse Task Force to develop recommendations to the Select Board for what to do with the town-owned property of the soon-to-be vacated fire station. An invitation is available to attend a public forum on December 16, 2021 via Zoom to receive more input. Information about the topic can be found online: [Maynard, MA | Capital Projects Info | ClearGov](#)
- TA Johnson joined town and school officials in support of Maynard Public Schools' WAVM Beacon Santa Telethon to start the event on Friday evening, December 5, 2021. The students and faculty did a fantastic job and surely contributed a great deal to their community, which is especially impressive considering the challenges posed by the pandemic these past two academic years.



HUMAN RESOURCES:

Introducing a few recently-hired Maynard employees!

Julia Miller will be joining the OMS team as **Conservation Agent / Assistant Town Planner** starting **Monday, December 13th**. She comes to us as an Environmental Planner from Bobrek Engineering & Construction LLC. She is a graduate of Tufts University, where she received a Master of Science in Environmental Planning and Policy and a Graduate Certificate in Water: Systems, Science & Society. She also



holds a Bachelor of Science from the University of Rhode Island.

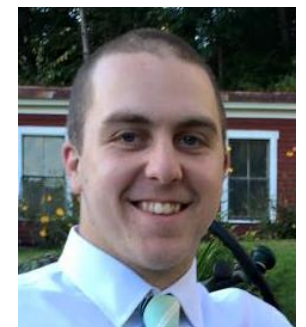
“The position interests me because I have a strong background in stormwater management and would like to continue my career in protecting the natural resources of Massachusetts. I have a passion for environmental outreach and I am an active member of many professional organizations including Massachusetts Water Works Association, New England Water Environment Association, Southern New England Planning Association and American Planning Association where I am currently an AICP candidate. Maynard is my home and I am so excited to join the Town and serve as your Conservation Agent/Assistant Town Planner, serving my community and protecting our natural resources!”

Julia grew up in Southern Rhode Island before moving to MA in 2016. She and her fiancé moved to Maynard in April 2021 with their 12 year old dog, Marley. She spends most of her free time working on home improvements but also enjoys spending time outdoors hiking, biking, or just walking around downtown.

Mike Higley joined Maynard Police Department’s **Communications Center** as a **Public Safety Dispatcher on December 1st**. He grew up in Tyngsboro, Massachusetts, and has been in the public safety field, specifically being a firefighter, for the past 4-5 years for both the towns of Tyngsboro and Pepperell. He is an active member of both departments and strives to be the same in the Town of Maynard - he is currently completing his 911 coursework. In his free time, he enjoys the outdoors and doing small projects of any sort to stay busy. *“I am looking forward to working in Town!”*



Richard Genetti began his work as a **Skilled Laborer** for the **DPW Highway Division on December 6th**. He comes to Maynard from the Sudbury DPW where he served as a Light Equipment Operator. Richard graduated from Western New England University with a Bachelor of Science in Business Management in 2015, and he is also a personal trainer.



Rachel Alexander will be joining the **Maynard Public Library Team** as our new **Collection Services Librarian on January 3rd**. She joins us from the Peabody Institute Library in Danvers where she held several positions, including the Head of Community & Outreach Services, Assistant Head of Technical Services, and IT Coordinator. Rachel holds a BA in Media Studies from Emerson College and an MS in Library and Information Science from Simmons College.

“Collection development and technical services are the cornerstones of a public library, and I am excited by the opportunity to contribute both my specific experience in Technical Services and personal passion for book culture to the Maynard Public Library as well as the Minuteman Library Network.”



Rachel loves pop culture, true crime, spending her free time on social media, and finding the perfect reaction gif. She lives in Lowell with her boyfriend and their two cats. *(Photo caption: at Santa's Village this past summer with her niece!)*

James Banatoski began his career as a full-time **Maynard Police Officer** on **December 6th** after serving as a Special Officer for the department since 2017, simultaneously with the Stow Police Department. He holds a Bachelors Degree in Criminal Justice from UMass Lowell. James lives in Pepperell, and in his spare time he is an instructor at the William Diamond Fife and Drum Group in Lexington, and has also served as a 10th Regiment of Foot Reenactment Group and the 4-H Fife and Drum Corp.



“My positions both inside and outside of work have allowed me to understand the value of community and have strengthened my communication skills and rapport with Maynard’s citizens. I am drawn to the Maynard Police Department because of their strong relationships with residents and the value they place on community outreach.”

Brandon O’Neill reunited with the Maynard Police Department on **December 7th** as our newest **Police Officer**. Since his departure for Watertown in 2010 where he served for 8 years, he left law enforcement in pursuit of personal growth in private security, management & leadership coaching, and real estate which he continues to pursue. He also studied Criminal Justice/Sociology at the UMass Lowell.



Brandon resides in Waltham. When not working, he spends a lot of his time with his son, Cody, playing games, going on hikes and just being a mentor and a positive role model and best friend for him. Brandon loves to read, run and take part in ultra-marathon triathlons. *“I always strive to better myself each day, and to lead others, through motivation and encouragement, to be great in what they do”*

Kristen Gorman joined the **DPW** as our new **PT Janitor** at Town Hall under Assistant Facilities Manager Kyle Brainard on **December 13th**. Kristen is from Hudson and is the mother of 4. She is a licensed esthetician, and is also holds CNA, HHA and Hospice certifications with the American Red Cross. She has a love for animals, and is a frequent pet sitter and a *“foster mum”* for dogs... and she knows our Assistant Treasurer/Collector Sandra Baltazar very well – they are sisters! (I wish I had a photo to show the resemblance!)

POLICE:

November Monthly Report:

Incidents:

- There is an uptick in scams. We would like to make you aware of a recent scam that has taken a significant amount of funds from several elderly residents in the area. These scammers will often pose as a representative from Microsoft and accuse the individual of using the “dark web”. They will offer to remotely access your computer and “fix” your computer by clearing any trace of “dark web” use. They will then demand that the individual purchase gifts from the local pharmacy or grocery store and have the gift card numbers read to them over the phone. They will request gift cards in large amounts. We urge our residents to be very cautious of allowing anyone to remotely access your computer, never to purchase gift cards, send money orders or provide credit card/bank account information to anyone over the phone.

Especially anyone accusing you of accessing the “dark web”. If anyone contacts you making these, or any similar claims please reach out to the Maynard Police Department.

- On November 2nd, Ofc. Wellborn responded to 14 Digital Way for a hit and run accident report. Unfortunately, cameras did not record the incident, it is under investigation.
- On November 5th, Officers responded to Russell’s Convenience for a report of a past disturbance. An individual entered the store yelling and threw several items. The individual was located, and a no trespass order was issued.

Community Outreach:

- The Florida Road Bridge project has begun and will continue for approximately two years. Florida Road will be closed throughout. Please seek alternate routes.
- Chief Michael Noble and the Maynard Police Department would like to issue a warning for marijuana laced with fentanyl. The Connecticut State Lab recently confirmed the presence of fentanyl in a marijuana sample after numerous people who reported only using marijuana overdosed.
- Mobile carriers plan to retire 3G networks beginning in early 2022 in order to allow for more advanced and reliable network services. As a result, some older phones and devices will lose call and data functions, including the ability to contact 911.
- The Maynard Police Department Annual Toy Drive is up and running! The family sign up list is located in the Dispatch Center of the Maynard Police Department. Please provide proof of residency and for children 12 years old and younger. We’re now accepting donations of new, unwrapped toys/essentials for children under age 12. Donation boxes will be located at the Maynard Police Department and various locations around town: Russell’s Convenient Store, Maynard Nutrition, Middlesex Savings Bank and The Outdoor Store. Thank you for your kindness and support through the holiday season!
- Overnight Winter Parking Ban starts on December 1, 2021, at 2 a.m. and goes until March 15, 2022! Please remember, this includes all Roadways, Sidewalks and Municipal Parking Lots.
- With the holiday season fast approaching and more people shopping for gifts, Chief Michael Noble and the Maynard Police Department provided tips on social media to prevent thefts for residents expecting package deliveries in the coming weeks.

Personnel and Training:

- On November 16, 2021, the Select Board appointed Special Officer James Banatoski as a full-time officer. James will need to attend the full-time academy which begins on December 6, 2021 in Boylston, MA.
- Officer Davoll attended In Service Training in Lowell.
- Sergeant Manchuso attended a two-day NEMLEC Training in Medford.

- Officer Blackington attended In Service Training in Lowell. Special Officer MacDonald attended In Service Training in Lowell.
- Sergeant Manchuso attended First Line Supervisor Training at Roger Williams College in Newport Rhode Island.

Animal Control:

Total Number of Calls: 7

Complaints: 1

Lost Dogs: 1

Lost Cats: 1

Cat Related (Other): 1

Animal/Wildlife Calls: 1

Miscellaneous: 2

1 Deceased raccoon picked up in the area of 147 Parker Street

Motor Vehicle Stops:

Action Taken:

Civil Citation: 9

Written Warning: 48

Verbal Warning: 111

Arrests(Motor Vehicle Related): 2

Criminal Complaint: 4

Total Motor Vehicle Stops: 174

Motor Vehicle Accidents:

<u>Location</u>	<u>Number of Motor Vehicle Accidents</u>
Brown Street	1
Great Road	1
Parker Street	1
Powder Mill Road	1
River Street	1
<i>Total</i>	<i>6</i>

MUNICIPAL SERVICES:

Planning/Zoning and Economic Development

- Assabet Co-Op Market: The Co-op has filed applications for approval of their location at Victory Plaza with:
 - Conservation Commission (NOI with conditions – next hearing date 01.11.21).
 - Planning Board (Special Permit and Parking Waiver hearing on 01.24.21).
 - Zoning Board (Variance for side setbacks).

Conservation

- Conservation Agent/Assistant Town Planner Julia Miller started in Maynard on December 13th.
- ArtSpace
- A Certified General Real Estate Appraiser has been hired and is working with ArtSpace to appraise the building.

Public Health

- Maynard Public Schools, Public Health Nurse Kathy Castle, The Public Health Division, Massachusetts Department of Public Health, and Transformative Healthcare coordinated to offer a COVID-19 vaccine clinic for students on 12/14. **97 individuals received vaccinations on Tuesday.** State Police Trooper Ken Proulx and Critical Incident Response Dog Margaux stopped by to provide comfort for clinic participants. Snacks, stickers, and coloring books were available for students.



- Another vaccine clinic is scheduled for January 4, from 4:00 PM to 8:00 PM at the auditorium at Fowler School and will be open to the Public. Pre-registration is strongly encouraged. The link to register is:
<https://home.color.com/vaccine/register/transformativehealth?calendar=5ad99027-57b6-4e5c-9def-a5d9e0e36565>

- Reviews and updates are ongoing at the Public Health page on the town website.
- The Public Health Division discussed potential strategies to address teen vaping with the Director of the
- Boards of Health Tobacco Control Alliance
- As of 12/14, there are currently 29 COVID-19 positive cases isolating in Maynard.
- Advisories from the Health Agent John Robertson related to state and federal guidance:
 - ½ Billion free home tests will be made available to the public by the Federal Government. Tests may be ordered through websites starting in January and delivered by mail
 - Omicron is now the dominant variant in new COVID-19 positive cases, both in Massachusetts and Nationally
 - Unvaccinated individuals should get vaccinated to protect themselves and loved ones, and booster doses are recommended for those eligible fully vaccinated individuals. To find an appointment go to VaxFinder.mass.gov
 - The Public Health Division has received multiple inquiries regarding availability of COVID-19 home tests that were distributed by The Baker-Polito Administration. The Commonwealth delivered home tests to municipalities with the highest percentage of families below the poverty level. Maynard did not receive any of the test kits. There are no plans for further distribution of home test kits to cities and towns by the state. A procurement process is being developed to assist towns in purchasing COVID-19 home tests.

LIBRARY:

- The Maynard Public Library's Fiscal Year 2023 (FY23, starting July 1, 2022) Action Plan was accepted by the Library Board of Trustees, as presented by Jean Maguire, Library Director:
<https://www.maynardpubliclibrary.org/actionplanfy23>

PUBLIC WORKS:

- The Department of Public works will be starting our 2022 Recycle center services January 8th. Our Christmas tree Recycling program was modified in 2021. We will no longer allow Christmas tree drop off at the Maynard Boys and Girls club parking lot. We will be accepting Christmas trees at our Highway Garage, located at 38 Winter Street. Christmas tree drop off is **only permissible on the following Saturday's in January: 8th, 15th, 22nd, & 29th, from 8am – noon.**
Service fee Costs associated with Christmas Tree Recycling are \$5.00 per tree.
[For more information, please visit our website.](#)
- The Department of Public Works (DPW) recently conducted utility asset management system training for all staff. Utility asset management and data collection is a vital aspect of maintaining and managing the town's Water, Sewer, and Storm water utility systems efficiently and effectively. Daily data management and accuracy allow for the department to perform effectively and meet many Federal and State reporting requirements and regulations, as well as provide accurate accountability for revenue management within our water and sewer utility fee billing process. Shifting asset management collection to internal staff allows for the department to shift away from our reliance of expensive contracted consultant services to meet our Federal and State requirements.



- The department recently oversaw the process of washing and maintaining the town's steel water storage tank. This is a requirement of our most recently conducted water utility sanitary survey performed by Massachusetts Department of Environmental Protection.





The Water Division oversaw the installation of a temporary office container located at the Old Marlboro Road Water Treatment Facility, which supports renovations to the facility.

